



DIRECTOR OF ENGINEERING AND OPERATIONS

DEFINITION:

Under general direction of the General Manager, the Director of Engineering and Operations plans, directs, manages and oversees the functions, programs, and operations of the Water Resources, Engineering, and Operations Divisions, including Water Operations, Wastewater Operations, and Maintenance; and provides highly responsible and complex administrative support to the General Manager. The Director of Engineering and Operations also acts as General Manager in the absence of the General Manager.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the General Manager. Exercises administrative and project direction over contractors, and general supervision over administrative support staff, as assigned.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Assists General Manager in carrying out directives of the Board of Directors; ensures compliance with District policy; ensures timely completion of a variety of projects; develops and implements District's business plan.
- Works with the Board of Directors and other high level officials to develop policy. Assists General Manager with special projects, studies, research, and reports.
- Assumes full management responsibility for all Engineering and Operations division functions, programs, and operations, including planning, design, and construction of all infrastructure, operation of the water system, the District's water resources planning, water systems engineering, wastewater systems engineering, water operations, wastewater operations, and maintenance.
- Provides executive analysis of District policies and practices and leads improvement teams in areas of asset management, water rights and resources master planning.
- Plans, directs, and coordinates through division managers, supervisors and subordinate staff, the work plan of the Water Resources, Engineering, and Operations divisions; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Facilitates the development, implementation, and administration of goals and objectives for assigned divisions; interprets and implements, through subordinates, goals, policies, rules and regulations set by the Board of Directors in an efficient and cost-effective manner.
- Directs and participates, with division manager cooperation, in the development and administration of the Department's budget; prepares long-term plans of capital improvements including financing plans; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implement budgetary adjustments as appropriate and necessary.

- Plans and directs research to develop solutions for the District's current and future water issues.
- Provides staff assistance to the General Manager; prepares, submits, and presents staff reports and other necessary correspondence and recommendations to the Board of Directors on issues for its consideration and action; assists in the preparation and administration of Board agendas; keeps Board of Directors advised of financial conditions, program progress, and present and future needs of assigned divisions; prepares recommendations and advises the Board of Directors on matters requiring legislative action.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of business and public administration and issues related to the ongoing operation of a public utility.
- Interrelates effectively and diplomatically with management and coworkers.
- Performs other related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Environment: Standard office setting; frequent interaction with District staff, the general public, elected officials, and the media.
- Work in an office environment with some exposure to dust, dirt, and hazardous materials.
- Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight; hearing and vision within normal ranges.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone and two-way radio for communication.
- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, board members, other elected and appointed governmental officials, media representatives, business and community leaders, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for extended time periods; look at computer monitor for extended time periods.
- Travel by vehicle while conducting company business.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.
- Hearing: Hear in the normal audio range with or without correction.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

Education and/or Experience:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field with advanced courses in water resources, water and wastewater processes, and environmental engineering.
- At least ten years of increasingly responsible experience in public administration, process design, project management, construction inspection, and general engineering related to the water and wastewater field, including five years of management and administrative responsibility.

License/Certificate:

- Must possess and maintain a valid California Driver License, provide proof thereof and maintain a driving record acceptable to the District's automobile insurance carrier.
- Valid registration as a professional Civil Engineer in the State of California is desirable.
- Possession of Distribution Grade D-5 and Treatment Grade T-2 Operator Certifications is highly desirable.

KNOWLEDGE/SKILLS/ABILITIES: *The following are a representative sample of the KSAs necessary to perform essential duties of the position.*

Knowledge of:

- Operational characteristics, services, and activities of a water quality and engineering program.
- Principles and practices of program development and administration.
- Advanced principles and practices of capital improvement program development and administration.
- Advanced concepts, theories, principles and practices of engineering, including engineering knowledge of water and wastewater systems.
- Knowledge of analytical procedures used in a water quality program.
- Principles and practices of contract administration.
- Mathematical principles as applied to civil engineering work.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles of hydraulics and computer modeling of water distribution system, storage and pumping and wastewater collection and sampling.
- Occupational hazards and standard safety practices.
- Principles and practices of budget preparation and administration.
- Principles and procedures of record keeping.

Ability to:

- Appear to work on time.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, train, and evaluate staff.
- Manage and direct the management of a comprehensive water resources program.
- Manage and direct the management of a comprehensive engineering program
- Prepare and administer large and complex budgets.
- Oversee and participate in the development and administration of division goals, objectives, and procedures.
- Ensure compliance with regulatory agency testing and reporting for both water and wastewater operations.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints; manage engineering projects or studies for capital improvement planning of the water system, wastewater system or recycled water system or related facilities.
- Manage projects or studies for capital improvement of the water/wastewater systems or related facilities.
- Perform analysis of water demands and balance water sources.
- Develop, review, and modify engineering and construction drawings, plans, and specifications.
- Delegate authority and responsibility.
- Operate office equipment including computers and supporting word processing, spreadsheet, presentation, business graphics, and database applications.
- Ensure adherence to established safety rules, regulations and guidelines.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Effectively represent the District to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Work cooperatively with other departments, District officials, and outside agencies.
- Communicate clearly and concisely, both orally and in writing.
- Prepare clear and concise administrative and financial reports.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Accept constructive criticism.
- Ability to lead and manage others.